This information is also available in an Adobe Acrobat version.

Process	Creating a Program
Process Number	GL – 034

Description of Process

Create a new program. New programs are created whenever there is a new grant or source of funds. Creating a program requires the user to provide identifying information in the form of a name and description, supply a Manager Name to identify the individual responsible for the program, and supply specific information related to the type of grant that is being created. The State of Georgia has elected to modify the existing delivered PeopleSoft system to require that the debits and credits for all journals be balanced by program. In addition, the following fields have been added to the Program Table:

- Funding Type
- CFDA
- Letter of Credit Number
- FHWA Code (for business unit 48400 only)

The Program ChartField represents what was formerly known as the fund source in the legacy system. Programs will be mapped to the appropriate project/grant(s) using the Program Distribution Panel located in the Define General Options window, which will be used by Accounts Payable and Purchasing to distribute entries by program. General ledger journal entries will be distributed using the Program Distribution Calculator, which uses the SpeedChart table to distribute project amounts based on their related program(s). Each agency will be responsible for maintaining its own tables.

Input to Process

Program Change Request is written up, signed, assigned an identifier and approved. The program is then entered into PeopleSoft.

Output of Process

New program is created and is accessible to all business units having access to the SetID under

which the program is created.			
Service Level Agreement Required? (if yes, provide a brief description)			
N/A			
PeopleSoft Panel Groups being Used			

Function	Panel Group
Use	Program

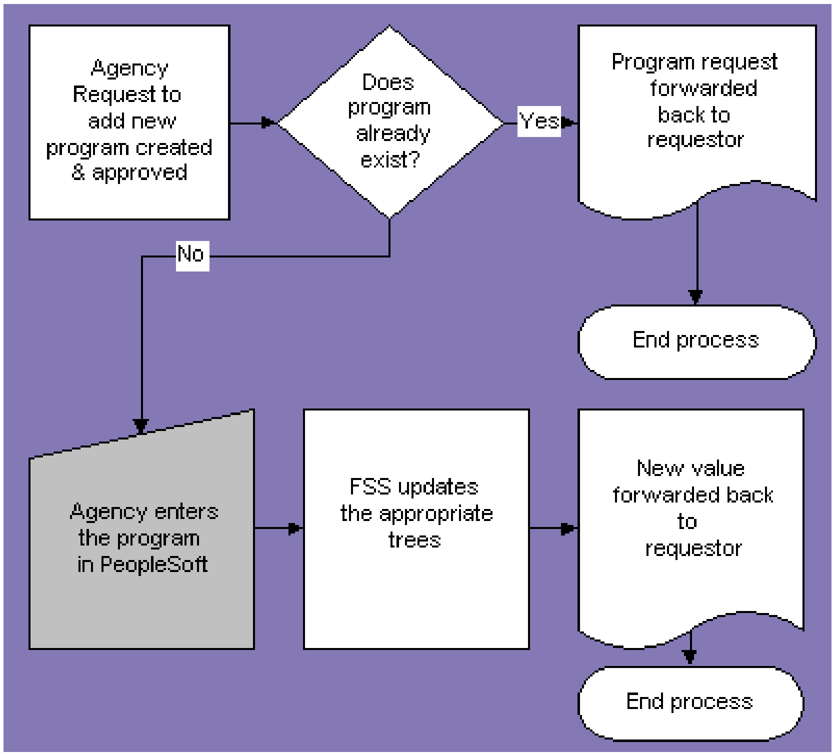
Business Process Description			

Process Description	Responsibility (Agency/Centralized)
Step 1: Complete request form to create a new program Using the forms provided to you (see attached), submit your program change request. If valid, the request will be forwarded to the proper agency individual(s) for input, usually someone at a supervisory level. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.	Agency
Step 2: Create identifiers for the new program Enter the SetID and Program Code for the program you wish to create. The SetID should be equal to the business unit for the program you are creating.	Agency
Step 3: Define your program Enter the Effective Date and Status for your program. The Effective Date can be set to the current or a future period and determines the date on which the program will go into	Agency

effect. The Status refers to the availability of the program for use in journal processing. When creating a new program, the Status is "Active." Enter a short description to identify your program. PeopleSoft uses the short description on panels and online inquiries with limited display space. Enter a longer description in the space provided to include further detail on your program. PeopleSoft uses the description system-wide in prompt lists, reports, other panels, and online inquiries. The short description has a length of thirty (30) characters, while the longer description field is equivalent to a memo field, which can support significantly more characters. Enter the name of the individual responsible for this program in the Manager Name field. When entering names, you must follow PeopleSoft naming conventions, which are as follows: Lastname,Firstname Note that there is no space before *or* after the comma. NOTE: Manager Name is *not* a required field. Enter a Funding Type for your program. Choose from one of the following options: • Bond • Donations • Federal • Internal • Local • State If you select the type of *Federal*, the boxes for CFDA Number and Letter of Credit Number fields will become active. Fill in each of these fields as applicable. Otherwise, they will be grayed out since they are not used for non-federal programs. IMPORTANT NOTE: Users adding programs for business unit **48400** (Department of Transportation) will also need to supply the FHWA code in the field provided, regardless of funding type. This field only appears for this particular business unit.	
Step 4: Save the program	Agency

The program is now saved and will be accessible to all users with access to the SetID under which the program was created.	
Step 5: Add the program to the appropriate trees Add the program to the designated tree structure so that it is accessible by the users.	Centralized
Step 6: Notify the requestor that the program has been added Send notification to the requestor that the program has been added and is available for use. The following are acceptable forms of notification: • E-mail • Facsimile • Interoffice Memorandum	Centralized
Forms Used with Process (#)	
**Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\ChartField Maintenance\Program\Program Change Request.doc	

Process Flow Diagram (if appropriate):			


Agency Request to add new program created & approved
Does program already exist?
Yes
Program request forwarded back to requestor
End process
No
Agency enters the program in PeopleSoft
FSS updates the appropriate trees
New value forwarded back to requestor
End process